

TITLE: GENERAL SECRETARY
SECTION: As Appointed
REPORTS TO: Section Supervisor

#110

SUMMARY

Under the close supervision of the Section Supervisor or designate, provides secretarial support services of a temporary nature.

DUTIES

1. Provides typing/keyboarding services utilizing a personal computer.
 2. Collects, sorts and files documents and correspondence.
 3. Provides telephone answering services, takes and relays messages, directs visitors, and responds to routine inquiries.
 4. Operates general office equipment including personal computer, photocopier, scanner, risograph, laminator, and fax machine.
 5. May on occasion be required to perform other related duties as assigned.
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QUALIFICATIONS

- High school graduation or the equivalent
- Completion of the Applied Business Technology Certificate for Administrative Assistants and a minimum of six months related experience or an equivalent combination of training and experience
- Keyboarding speed of 50 w.p.m.
- Ability to operate standard office equipment, including a personal computer, photocopier, scanner, risograph, laminator and fax machine.
- Good interpersonal and communication skills
- Ability to maintain the confidentiality of sensitive information seen or heard